

## First Office Action Checklist - IFW

### Pre-Examination

#### Specification

- ☒ Related Application Numbers
- ☒ Check for Proper Sections
- ☒ Title
- ☒ Cross references to related applications
- ☒ Background (Field of invention and Description of related art)
- ☒ Summary of Invention
- ☒ Brief Description of Drawings
- ☒ Detailed Description
- ☒ Claims
- ☒ Abstract

#### Drawings

- ☐ Formal Drawings
- ☐ Draftsperson

#### IDS (PTO-1449)

- ☒ Considered All IDSs
- ☒ Match reference numbers
- ☒ Initial
- ☐ Add class/subclass if necessary
- ☐ English language statement of relevance for foreign language docs
- ☐ Cross through docs not considered
- ☒ Sign and Date

#### Declaration/Oath

- ☒ Oath/Declaration present
- ☒ Continuing data, foreign filings or priority, if any is completed
- ☒ Inventor's name, citizenship, residence and post office address are stated
- ☒ Signed and Dated
- ☒ "Reviewed and Understood" and "Duty to Disclose" statements present

#### Bib Data Sheet

- ☒ Print copy
- ☒ Update A.U. and class
- ☒ Verify claimed priority
- ☒ Initial and sign priority sections

### Examination

#### Abstract

- ☒ Abstract present
- ☒ No more than 150 words (only need to count words if > 25 lines)
- ☒ No legal phraseology
- ☒ Single paragraph

#### Specification

- ☒ Content (does it make sense?)
- ☒ Language/Format (check spelling, grammar, section titles, etc.)
- ☒ Correspondence with drawings
- ☒ Page numbering

#### Drawings

- ☒ Content (do they make sense?)
- ☒ Labeling
- ☒ Correspondence with spec
- ☒ Critical claimed elements shown

#### Claims

- ☒ Claim Tree
- ☒ Diagram independent claims
- ☒ Consider restrictions
- ☐ 101 rejections (see 101 Panel if in doubt)
- ☐ 112 rejections (only if truly indefinite/non-enabling - otherwise just object)
- ☒ Search

#### Inventorship search

- ☒ EAST/WEST
- ☐ NPL (IEEE, ACM, Web)
- ☐ EIC (Standards, textbooks)

#### Double Patenting rejections

- ☒ 102 rejections
- ☒ 103 rejections

#### Objections

- ☐ Allowable subsection matter

#### Office Action

- ☒ Headings for each section
- ☒ Paragraph numbering
- ☒ Rejection write-up
- ☒ Group claims when they are the same
- ☒ Properly dissect claims (and map limitations)
- ☒ Use proper motivation (preferably cited from primary/secondary refs)
- ☒ Address all claims
- ☒ Proof-read
- ☒ Conclusion (list cited art and relevance, contact info, etc.)

**Post-Examination**  
**Red Action Folder**  
**Left Face**

- ☒ Search history printout (from EAST/WEST)
- ☒ Search Notes OACS Form (include inventorship search if completed)
- ☒ Claims index OACS Form
- ☒ Bib Data Sheet
- ☒ PTO-1472 (Case Action Worksheet)
- ☒ Serial Number Sheet (page 5-11 of IFW training manual)

**Right Face**

- ☒ Office Action
- ☒ PTO-326 (OA Summary)
- ☒ PTO-892 - Cited References
- ☒ Printout of PTO-1449 (IDS)
- ☐ Copy (1) of newly cited foreign references
- ☐ Copy (1) of newly cited NPL references

**Center "Face"**

- ☐ Copy of references used in art rejections (SPE dependent)

**BEST AVAILABLE COPY**